



## Job Announcement

**Position:** PERS - Program Administrator (Benefit Payments)  
**Department:** Member & Employer Services Division  
**Annual Salary:** \$52,838.39  
**Supervisor:** Kenny Grissett

### **Benefit Payments Division:**

The Benefit Payments Division is responsible for processing and maintaining the monthly benefit payrolls for all defined benefit plans administered by PERS. Duties within this division include routine maintenance activities such as processing name or address changes, COLA options, federal tax withholding, insurance deductions, and direct deposit routing. The division also processes IRS Forms 1099-R, assists in the reconciliation of all payroll related cash disbursement entries, balances and reconciles insurance billings, and updates retiree/beneficiary accounts to reflect changes in benefits as prescribed by law.

This division is also responsible for processing refund applications for members and beneficiaries of deceased members and retirees. In conjunction with the processing of refund applications, this unit also evaluates hardship requests for waivers of the refund waiting period. The unit is also responsible for issuing IRS Form 1099-R to refund recipients.

This is professional administrative work which involves planning and directing the activities of a significant program within the Public Employee's Retirement System (PERS). Work involves formulating, directing, and controlling the operations of a program through section heads and other subordinate personnel. The incumbent is responsible for establishing objectives, standards, and control measures within a substantial program having significant impact on the plans and programs administered by the agency. Incumbent also determines major program policy and provides input to agency policy. Contacts within and outside the agency require tact and diplomacy in discussing policies, procedures, laws, and regulations pertaining to the agency. Work is subject to infrequent review by an administrative superior through conferences and reports.

### **Duties of the PERS-Program Administrator include but are not limited to:**

- Develops, interprets, and initiates implementation of policies and procedures of various programs administered by PERS.
- Plans, directs, and coordinates the activities of a program through supervisors and other subordinate personnel.
- Provides administrative leadership to all employees and phases within the program managed.
- Ensures coordination of activities of the programs within various other programs within the agency.
- Plans and coordinates activities to ensure timely completion of projects.

- Maintains effective public relations within the agency, other state and local entities, vendors and the public, including interpretation and advocacy of agency policies.
- Serves as liaison between state and federal agencies to ensure accurate communication to state administrators regarding guidelines of employees' retirement programs.
- Recommends appointment of personnel as needed.
- Related or similar duties are performed as required or assigned.

**Education and Experience Requirements:**

The preferred candidate(s) for the position will have a master's degree from an accredited four-year college or university and seven (7) years of professional experience related to the functional responsibilities of the agency, four (4) years of which must have included line or functional supervision or a bachelor's degree and eight (8) years of professional experience related to the functional responsibilities of the agency, four (4) years of which must have included line or functional supervision. In addition, the preferred candidate(s) will have work experience using Microsoft Office software, especially Word and Excel, and experience in benefits administration. Interested applicants should submit an application to Human Resources at [humanresources@pers.ms.gov](mailto:humanresources@pers.ms.gov) on or before January 22, 2016.